



## **JOB DESCRIPTION**

Position Title: **Law Clerk/General Master**

Working Area: **Circuit Court**

Class Code: 4301

Exempt

EEO Code: 02

Effective Date: August 30, 2002

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### **Major Function**

Professional work performing legal research for the Circuit Judges of Seminole County. All work is performed in accordance with established procedures under Florida law.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Performs legal research including the preparation of draft opinions/orders and other legal documents for the Circuit Judges. Prepares summaries of facts and arguments for cases to be brought before the Court. Drafts legal memoranda on cases, writs, and specific points of law as required by the Circuit Judges.

Reviews opinions regarding Florida Supreme Court, District Courts, the United States Supreme Courts, and various legal publications for research purposes. Reviews statistical data generated by the management information system of the Circuit Court, provides analysis of orders/motions, and monitors orders/motions for compliance.

Assigned on a temporary basis to do all duties of the Hearing Officer in Seminole County contained in Administrative Order #99-6-S.

Performs other duties as assigned or as may be necessary.

### **Minimum Qualifications**

Extensive knowledge of legal principles, statutory, and case law, court rules and procedures, Federal, State, municipal, and constitutional law. Knowledge of established precedents and sources of legal references.

Ability to exercise discretion, confidentiality, and impartiality in handling matters referred by the Court. Ability to prepare and analyze a variety of draft legal documents, conduct research on legal issues and to prepare draft legal opinions. Ability to express ideas clearly and concisely, both orally and in writing. Ability to establish and maintain effective working relationships with Circuit Judges, judicial staff, other County staff and the general public.

Skilled in the techniques of legal research, comprehension, and composition.

Graduation for an accredited law school supplemented by one (1) year experience in the practice of law and/or one (1) year legal writing experience. Must be a member in good standing of the Florida Bar Association.

*A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

### **Working Conditions**

The work environment for this position is a general office setting. Most duties are performed while sitting at a desk, table or workstation. Incumbents in this position are exposed to radiant and electrical energy found in an office environment